

September 8, 2015

## **POSITION ANNOUNCEMENT**

The Circuit Clerk's Office in St. Charles County, Eleventh Judicial Circuit has an opening for the following:

**Court Clerk III.** 40 hours per week, starting salary pay \$1,134.50.00 semi-monthly. Workdays will be during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

Applicants must have strong PC, typing, interpersonal and clerical skills, including knowledge of Windows, Microsoft Office, Lotus Notes and use of other standard office equipment. Applicants must have considerable knowledge of court procedures and policies; maintain direct clerical support for judges as needed; discharging the full range of clerical and secretarial responsibilities within the division's jurisdiction; ability to plan, assign and supervise the work of subordinate employees and the ability to establish and maintain effective working relationships with others. Accuracy and attention to details are required. Graduation from high school and three years of general clerical experience, one year of which must have been in court or law-related clerical work.

Interested applicants should send resume to: Judy Zerr, Circuit Clerk, 300 N. Second St., Suite 216, St. Charles, MO 63301. Applications must be received by 5:00 p.m., September 15, 2015 to be considered.

Equal Opportunity Employer